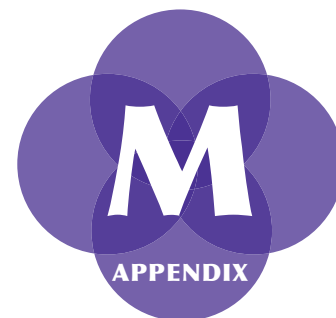


# MONITORING THE IMPLEMENTATION OF THE PLAN



<b>Purpose</b>	The purpose of this activity is to help staff make sure that all the elements of their continuous school improvement plans are being implemented.
<b>Target Audience</b>	School staff are the target audience. However, a Leadership Team should accept the primary responsibility for monitoring the implementation of the plan.
<b>Time</b>	On-going.
<b>Materials</b>	Vision, continuous school improvement plan, monitoring tools.

## Overview

After a shared vision and a continuous school improvement plan to implement the vision are developed, it is important to ensure that the plan is implemented, and that the plan is leading to the vision, with its intended results.

## Process Protocol

- Step 1.** Assign the accountability for the monitoring of the continuous school improvement plan to the Leadership Team. Since all staff members should be committed to the vision and its implementation, elements of monitoring the continuous school improvement plan may be shared among the staff.
- Step 2.** Have the Leadership Team establish a regular monthly check on the implementation of the plan. The professional learning calendar and the vision monitoring tools should be a tremendous help. (See *Professional Learning Calendar*, Appendix O, and *Monitoring Vision Implementation*, Appendix K.)
- Step 3.** When the Leadership Team finds that elements of the vision are not being implemented, they need to interview grade level/subject area teams to find out why and to encourage that staff get back on track with implementation.
- Step 4.** If more than one grade-level/subject-area teams are off track and it is determined that all staff need a refresher in how to implement the vision, then the plan will need to be altered to allow for additional professional learning.

## Comments to the Facilitator

The Leadership Team should use whatever it can to make sure that *all* staff are implementing the vision and plan, as intended. It is important that the Principal not be left with this chore. Principals are often pulled out of the school for meetings, and cannot always be in the building to ensure implementation. Staff members may need access to on-going professional learning such as coaching, demonstration lessons, and peer observations to keep their focus on the implementation of the continuous school improvement plan. Resources need to be available to provide necessary professional learning to help staff members sustain their commitment to the vision and implementing the plan.